

SUDBURY SELECT BOARD

TUESDAY, JUNE 21, 2022

(Meeting can be viewed at www.sudburytv.org)

Present: Chair Charles Russo, Vice-Chair Janie Dretler, Select Board Member Daniel Carty, Select Board Member Lisa Kouchakdjian, Select Board Member Jennifer Roberts, Town Manager Henry L. Hayes, Jr.

The statutory requirements as to notice having been compiled with, the meeting was convened at 8:46 PM, via Zoom telecommunication mode.

Chair Russo announced the recording of the meeting and other procedural aspects included in the meeting.

Call to Order/Roll Call

Select Board Roll Call: Roberts-present, Carty-present, Kouchakdjian-present, Russo-present

Chair Russo stated that Board Member Dretler would be joining the meeting soon.

Ratify vote taken in Executive Session regarding Sudbury Interim Town Manager Contract

Chair Russo read in the words of the motion. Board Member Carty moved in the words of the Chair. Board Member Kouchakdjian seconded the motion.

It was on motion 4-0; Roberts-aye, Kouchakdjian-aye, Carty-aye, Russo-aye

VOTED: To ratify the Select Board vote taken in Executive Session regarding Sudbury Interim Town Manager contract

Consent Calendar

Vote to approve a Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live music duo (flute and accordion) from 5:00 p.m. to 8:00 p.m. on Sunday, June 26.

Present: Adella Richardson, Manager at Bullfinch's.

The Board confirmed the Police Department, the Fire Department, and the Building Department had no issues with the requested music event.

Chair Russo read in the words of the motion. Board Member Roberts moved in the words of the Chair. Board Member Kouchakdjian seconded the motion.

It was on motion 4-0; Roberts-aye, Kouchakdjian-aye, Carty-aye, Russo-aye

VOTED: To approve a Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live music duo (flute and accordion) from 5:00 p.m. to 8:00 p.m. on Sunday, June 26.

Citizens Comments

None

Opening Remarks by Chair

- Fun at Interdependence Event with church and community groups, joining to stop discrimination .
- Wonderful last day of school
- MMA (MA Municipal Association) Bulletin mentioned extension of remote government meetings being considered

Town Manager Opening Remarks

- Tax Taking legal notice; for additional information refer to Town website
- Summer 2022 Camp Sewataro Property information – see Town website
- Town Forum: Climate Change & Sustainability on July 14, 7:00 PM – 9:30 PM
- Fairbank Community Center construction scheduled to commence in July
- Hudson Road water main construction in process
- Town offices will be following a summer schedule from July 11 to August 26

Reports from Select Board

Board Member Roberts:

- Interdependence Day was fun
- Great last day of school
- MA Senate recommended extension of remote municipal meetings; MA House must vote

Board Member Carty:

- Mentioned Juneteenth event at Wayside Inn on Saturday, June 25th to include Town Manager Hayes and the Select Board

Board Member Kouchakdjian:

No comments

Board Member Dretler joined the meeting at approximately 8:55 PM; Dretler-present

Board Member Dretler:

No comments

Discussion and possible vote on Town Manager Search Firm RFP/RFQ

Present: Attorney David Doneski, KP Law

Board Member Roberts commented about the RFP (Request for Proposals) and the RFQ (Request for Quotes) Town Manager selection methods. She indicated that the RFP could be a more-lengthy process, but likely a more thorough process.

Attorney Doneski reiterated that the focus is price alone when considering the RFQ method.

Town Counsel Lee Smith provided a summary of RFP and RFQ options in a communication to the Select Board titled "Town Manager Search Firm Procurement Methods," dated June 16, 2022. The communication detailed that the RFP method was utilized for the previous Town Manager search process. Attorney Smith provided a revised redlined draft of the "Request For Proposals – Search Firm To Assist With Town Manager Recruitment."

Board Members reviewed topics outlined in the "Request For Proposals – Search Firm To Assist With Town Manager Recruitment:"

Overview

The position of Town Manager was adopted by the Town in 1994.

Schedule and Time Line

Chair Russo suggested the RFP would be available in the Sudbury Select Board's Office by noon on Thursday, July 21, 2022; with the interview process to begin in August. The RFP would be available via email by contacting Patty Golden, Senior Administrative Assistant to the Town Manager.

Scope of Work

The executive search consultants will work with the Sudbury Select Board, Senior Staff of the Town, and an appointed Screening Committee in the selection process.

Proposal Submission Requirements

Two Proposal components include a "Technical Proposal" with information about the proposer, references, and the services to be provided, and a "Price Proposal." The "Price Proposal" shall include a fixed price fee for services to be provided within the terms of the contract.

Proposal Submittal

Technical and Price Proposals must be submitted in separately sealed envelopes and submitted to Patty Golden.

Examination of Documents

Proposers shall be familiar with all submittal and RFP requirements before submitting proposals.

Evaluation of Proposals

Technical Proposals will be opened and evaluated by the Select Board and/or its designees who will individually rate the proposals. The following scale will be used to evaluate each criterion:

- Highly Advantageous – HA (3 Points)
- Advantageous - A (2 points)
- Not Advantageous – NA (1 point)
- Unacceptable – U (0 points)

Contract Award

“The contract will be awarded to that Proposer deemed by the Select Board and/or its designees to have submitted the most advantageous proposal taking into consideration all of the Technical Proposal criteria and Proposers’ interviews in addition to Price Proposals.”

Term of the Contract

If the selected candidate commences employment in Sudbury, and for any reason leaves the position within the first 12 months of employment, the consultant will perform another search under the terms of this contract for an amount “equal to out-of-pocket expenses only.”

ATTACHMENT A – CERTIFICATE OF NON-COLLUSION

ATTACHMENT B – CERTIFICATE OF TAX COMPLIANCE

ATTACHMENT C – Price Proposal (To be submitted in a separately sealed envelope from the Technical Proposal)

Chair Russo read in the words of the motion. Vice-Chair Dretler moved in the words of the Chair. Board Member Kouchakdjian seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Roberts-aye, Kouchakdjian-aye, Russo-aye

VOTED: To approve the “Request For Proposals – Search Firm To Assist With Town Manager Recruitment,” subject to further edits by Town Staff, and review by Town Counsel.

Citizen's Comments (Cont.)

None

Upcoming agenda items

June 28:

- BFRT
- Vocational Education Update - Board Member Kouchakdjian
- Discussion regarding equipment for hybrid meetings
- ARPA Consolidations

July 12:

- Fall Town Meeting Hearing

Future Agenda Items

- LSRHS Student Proposals – Civic Activity
- Select Board Protocol and Norms (TBD) – Board Member Kouchakdjian
- Retreat Consideration – (TBD) – Vice-Chair Dretler

Adjourn

Chair Russo read in the words of the motion. Vice-Chair Dretler moved in the words of the Chair. Board Member Kouchakdjian seconded the motion.

It was on motion 5-0; Dretler-aye, Carty-aye, Roberts-aye, Kouchakdjian-aye, Russo-aye

VOTED: To adjourn the meeting

There being no further business, the Select Board meeting was adjourned at 10:28 PM.

06/21/22 SB Meeting - Documents & Exhibits

1. Vote to immediately enter Executive Session pursuant to Exemption 3 (G.L. c. 30A, §21(a)(3)) - Discussion and vote on whether to join proposed petition to Federal Surface Transportation Board concerning status of MBTA right of way.

Attachments:

1.a Landowners Petition for Declaratory Order

2. Continue Executive Session to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel pursuant to G.L. c. 30A, s. 21(a)(2) (Interim Town Manager contract and Town Manager search).

3. Vote to close executive session and resume open session.

4. Ratify vote taken in Executive Session regarding Sudbury Interim Town Manager contract

5. Discussion and possible vote on Town Manager Search Firm RFP/RFQ.

Attachments:

5.a Lee Smith email

5.b Town Manager Exec Search Firm RFP 6-16-22 redlined from Lee

5.c Town Manager Exec Search Firm RFP 6-16-22 Final non-redlined Draft from Lee

6. Citizen's Comments (cont)

7. Upcoming agenda items

Attachments:

7.a Upcoming items 06.21.22

8. Vote to approve a Sunday Entertainment License for Bullfinch's, Inc., d/b/a Bullfinch's Restaurant, 730 Boston Post Road, for a live music duo (flute and accordion) from 5:00 p.m. to 8:00 p.m. on Sunday, June 26.

Attachments:

8.a Bullfinchs Sunday Ent 6.26.22

8.b Bullfinchs Sunday Ent 2022 Feedback_vf